

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CALIFORNIA STATE OFFICE**

August 26, 2003

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Instruction Memorandum No. **2003-062**
Expires: 09/30/2004

To: DSDs and AFOs
Attn: Administrative Supervisors, Records Managers, and State Office Staff Assistants

From: Deputy State Director, Support Services

Subject: Assistance for Identifying Vital Records **DD: 09/25/2003**

“Vital Records are essential agency records needed to meet operational responsibilities under national or regional emergency or disaster conditions.” Additional descriptive information pertaining to vital records is located in the Departmental Manual under 380 DM 6.

Headquarters has established a listing of Vital Records common to most offices. You will find this listing attached. California offices are to review the listing and re-evaluate their present records inventory to ensure all vital records have been documented. Vital records not previously identified are to be added to the inventory before the end of this fiscal year. Completed vital records inventories are to be incorporated into office Continuity of Operations Plans.

Management Assistant, Richard Erickson, will be working with the Division and Branch Staff Assistants to ensure all vital records have been identified for the State Office. Field Office Records Managers are responsible for keeping their office inventory current. Each California Field Office Records Manager has access to their automated inventory via the “California Records Tracking” Intranet web site. If you do not have the site book-marked, contact the State Records Manager, Louise Tichy, for assistance.

Questions regarding this instruction memorandum or the Washington directive, WOIM2003-252, designating the above noted requirement and due date, may be directed to the State Records Administrator, Larry Weitzel (916-978-4409), or Louise Tichy (916-978-4301).

Signed
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated
Louise Tichy
Records Management

1 Attachment
WO Vital Records Listing (8 pp)